



## Deer Lake Child Care Child Abuse Reporting Form

*IT IS YOUR LEGAL DUTY TO REPORT*

WITNESS OR SUSPECT ABUSE  
AND/ OR NEGLECT

CHILD/PERSON DISCLOSES ABUSE  
DIRECTLY OR INDIRECTLY

### DOCUMENT

1. RECORD INCIDENT AND OBSERVATIONS CLEARLY AND OBJECTIVELY in 'Incident Book'
2. REPORT BY PHONE AS SOON AS POSSIBLE

### TALK TO PERSON

- LISTEN CALMLY
- AVOID ASKING QUESTIONS OR INTERRUPTING
- BE SUPPORTIVE
- RECORD INCIDENT AND OBSERVATIONS CLEARLY AND OBJECTIVELY in 'Incident Book'

### FILE A REPORT

1. POLICE **9-1-1** if child is in immediate danger. *Then complete steps 2 OR 3 and then 4*
1. MINISTRY OF CHILDREN AND FAMILY DEVELOPMENT (MCFD) Child Welfare worker: **1 800 663-9122 24/7**
2. CHILD CARE LICENSING FACILITIES  
**604-587-3936**  
*(if abuse occurs in Deer Lake Child Care)*
  - a. FAX Incident Reporting Form
3. RECORD WHO WAS SPOKEN TO WHEN REPORTING

### INFORM MANAGEMENT

- INFORM MANAGEMENT WHERE YOU FEEL SAFE TO DO SO

### POTENTIAL INDICATORS OF ABUSE

**PHYSICAL:** bruises, welts, swelling, bite marks, punctures, burns, lacerations, major breaks/fractures to bone

**NEGLECT:** dehydrated, malnourished, visual or mobility aids, skin sores

**PSYCHOLOGICAL:** change in behavior anxiety, fearfulness, withdrawal, agitation, anger, depression,

**LIFE CHANGES:** financial peril, loss,

If at any time, such abuse or neglect is ever suspected to have taken place, anywhere, at anytime, written documentation will be made and reported, by telephone, to a child protection Social Worker at a *Ministry of Children and Families (MCF)* office. Even though it rarely necessary for the Preschool to report an incident of child abuse, we are legislated by the *Child, Family, and Community Service Act (CF&CS ACT)*, and must respond. Accordingly, the Child Care Centre must respond to any request by the MCF for information, as specified in the CF&CS ACT, when it relates to child protection issues. Section 96(2) of the ACT states “A public body that has custody or control of information, to which a director is entitled under subsection (1) must disclose that information to the director.” Due to this ruling, the parent/guardian is hereby informed to realize that there are legal limitations to confidentiality, when there is a question concerning the safety and well being of children. MCF workers may request, from the Preschool, all health and developmental information about the child. All records kept by the Preschool relating to the health, safety, and development of the child must be shared, if requested. This could include registration forms, assessments, developmental records, psychological reports, emergency health information, emergency consent cards, etc. If this record originated from a third party (such as, speech therapist, psychologist, etc.), the Preschool must provide their names, and how to reach them. This information would assist the social worker in the investigation. The Preschool must share observations related to the child’s health and development. The MCF worker may ask for copies of the documents, or may request verbal information.

#### LEGAL DUTY TO REPORT:

If the alleged abuse has occurred when the child is in the child care facility: The caregiver must report immediately to the local Licensing Officer. Licensing staff will then conduct an investigation under the *Community Care and Child Care Licensing Regulations*. If parents have any concerns about abuse at the preschool, they may also contact MCFD or the Licensing Officer at the local health unit. The governing legislation for the reporting of abuse that has allegedly occurred elsewhere in a child’s life, is the *Child, Family, and Community Services Act*. If the alleged abuse has occurred when the child is NOT in the care of the Preschool: The caregiver must report this immediately to an intake Social Worker at the Child Protection Division of the Ministry of Children and Family Development.

As required by law any suspected or disclosed abuse will be reported to the Ministry of Children and Family Development. The caregiver is not permitted to contact the parent or guardian regarding any report, or to discuss any alleged incident with them, at any time. The caregiver’s responsibility is to report any suspicions or disclosures; it is NOT to determine if abuse has occurred. It is the responsibility of the MCF protection worker to inform the parent or guardian, if a report has been made.

PROCESS FOR REPORTING ABUSE occurring “outside” the facility: Any caregiver or staff or parent or citizen may report suspected abuse anonymously and individually. They do not need to share their suspicions with any other person, staff, or superiors.

Steps 1 and 2 below should be followed to report to an intake Social Worker at the Child Protection Division of the Ministry of Children and Family Development.

1) Documentation:

- a) If a child, or someone else, discloses abuse:  
Do not interview the child(ren), listen carefully to person disclosing, do not interrupt, record account clearly.
- b) Record the incident itself, including objective observations.
- c) Ensure all documentation is signed and dated.

2) Informing appropriate agencies:

- a) The report is required to be made as soon as possible and preferably by the person who observed the incident(s).
- b) The person reporting must be prepared with the child's name and/or whereabouts, and the description of the observation or incident(s), before they call.
- c) The report can initially be made by phone to a social Worker, and the documentation can be sent later, if requested.
- d) The person reporting should record whom they have spoken to, and any directions that they may be given at the time of the call.